

## 1. What is the purpose of the roster verification process?

The purpose is to enable educators to review and fine-tune the linkage data from PowerSchool. Capturing the precise proportion of instructional responsibility for each teacher at the individual student level ensures that Standard 6 ratings in the NC Educator Evaluation System tie student achievement growth to teachers in the fairest and most accurate way possible.

## Questions about who should verify rosters

## 2. Which subjects and courses should have rosters?

All subjects and courses listed below should have rosters. See also question 3 for a description of which teachers should verify rosters. If a teacher who had direct instructional responsibility for students in classes in which one of the assessments listed below is administered does not have a roster for that subject or course, add a roster (see question 27 on page 7 for instructions). If rosters appear for courses in which no state test is administered (for example, fourth-grade social studies, French III, or AP courses), remove those rosters (see question 28 on page 7 for instructions).

**Did your district waive NCFEs?** Teachers and administrators do not verify rosters for subjects, grades, and courses in which North Carolina Final Exams (NCFEs) have been waived. To determine whether your district waived any NCFEs, go to the EVAAS login page at <https://ncdpi.sas.com> and download the PDF **NCFE Waiver List by District**.

The subjects and courses listed below are non-CTE. For a list of high school CTE subjects and courses that should have rosters, see the EVAAS login page. Middle school CTE subjects and courses should not have rosters.

Assessment	Subjects	Grades
End of Grade	Math and Reading	3-8
End of Grade	Science	5, 8
End of Course	Math I English II Biology	All
North Carolina Final Exam	English Language Arts I, III, and IV Math II, Math III, Geometry, Algebra II, Common Core Integrated Mathematics III, Advanced Functions and Modeling, Discrete Mathematics, Pre-Calculus Science (grades 4, 6, 7) Physical Science, Chemistry, Physics, Earth/Environmental Science Social Studies (grades 4-8) American History I, American History II, Civics and Economics, US History, World History	All

Assessment	Subjects	Grades
K-2 Assessment	Reading	K-2
CTE Post Assessment	See the list of courses on the EVAAS login page	High School Only

**3. Will the Analysis of Student Work (ASW) subject areas complete roster verification this year?**

No, Analysis of Student Work (ASW) does not participate in roster verification.

**4. If a district is not administering NC Final Exams in subjects and courses listed above, does the teacher need to verify rosters for those subjects/students?**

No. Teachers only need to verify rosters for subjects they teach in which state tests are administered. To determine whether your district waived any NCFEs, go to the EVAAS login page at <https://ncdpi.sas.com> and download the PDF **NCFE Waiver List by District**.

**5. What rosters should be verified when a middle school teacher is teaching a high school course?**

A middle school teacher who is teaching a high school course should see two rosters: one for the middle school end of grade assessment and one for the high school end of grade course assessment. If students are required to take both assessments, teachers should verify rosters for both assessments. They should not delete one of the rosters.

For example, students taking Math I in eighth grade will take both the Math I EOC and the Grade 8 Mathematics EOG. Teachers should verify rosters for both assessments. The evaluation composite used to determine these teachers' Standard 6 ratings will include the results of both assessments.

**6. Which teachers participate in roster verification?**

Teachers who have direct instructional responsibility for students in classes in which the assessments listed in question 2 above are administered should participate in roster verification. The table below provides more information about which teachers participate.

Teacher type	Participate?	Explanation
K-2 teachers who provide reading instruction	Yes	
Middle-school CTE	No	
High-school CTE	Yes	
Occupational Course of Study (OCS)	Yes	If students participate in EOG, EOC, or NC Final Exams, include them on rosters for each subject. See also question 10 on page 4.
Support teachers AIG, ESL, EC, and other specialists	Yes	If they teach classes in which the assessments listed in question 2 above are administered
Teachers who are not being evaluated under the NC Educator Evaluation System	No	

Teacher type	Participate?	Explanation
Teacher who has left the district	Optional	A school admin must either: <ul style="list-style-type: none"> <li>• Verify rosters for the teacher. Refer to the online help for instructions.</li> <li>• Remove the teacher. Students on that teacher's rosters will likely be underclaimed or not claimed at all.</li> </ul>
Teacher assistants, student teachers	No	The teacher of record maintains responsibility for the students while the teacher assistant provides instruction
Long-term substitutes	No Exception: *	*Long term substitutes should not be included in roster verification unless they receive a summative evaluation rating from the school or district.
Teachers of Advanced Placement (AP) and International Baccalaureate (IB) courses	No Exception: AP Biology	Since AP and IB courses have different standards and are not tested with state assessments (EOCs or NC Final Exams), teachers of AP and IB courses do not complete rosters for those courses. Exception: AP Biology. Students who have never taken the Biology EOC must take the assessment and their AP Biology teacher will need to complete roster verification for these students.
Teachers who work with students on below grade-level skills in courses in which the students will be assessed using one of the state assessments	Yes	If the work with students increases the knowledge and skills necessary to be successful in mastering the content standards on which students are being assessed, they should claim that student and reflect the percentage of that student's instruction that they are delivering.

### 7. Will NCVPS teachers complete Roster Verification?

NCVPS teachers will participate in Roster Verification for assessments administered for NCVPS courses (EOCs and NCFEs for OCS shared courses). Teachers who teach in both an LEA and for NCVPS will not have their data combined into one rating. These teachers will have a rating for the LEA in which they teach and NCVPS will address the other data. Students in NCVPS courses will contribute to the school-level value-added growth (Educator Effectiveness and School Accountability).

Participation in NCFEs for NCVPS courses is only required for the OCS courses taught jointly between the LEA and NCVPS. For 2014-15 all other NCFEs are not administered to NCVPS students. EOCs must be administered to students in NCVPS courses.

### 8. Is class size a factor in whether to complete roster verification?

No. Class size does not impact whether a teacher participates in roster verification. The determining factor is whether the teacher instructs students in a content area with a state assessment (EOC, EOG,

CTE Exam, NC Final Exam, K-2 assessment, or a high school CTE post assessment in subjects that will receive reporting).

## Questions about claiming instructional responsibility

### 9. What values should be entered in the Student + Teacher Assignment and Your % of Instruction fields on rosters?

- **Student + Teacher Assignment** indicates the proportion of the semester or school year that the teacher and student were assigned to each other. This column is prepopulated with a percentage based on data in PowerSchool. A Student + Teacher Assignment worksheet that provides teachers with the percentage to enter into the **Student + Teacher Assignment** column for the student based on the day the student was enrolled in the teacher's class/caseload is available on the [EVAAS login page](#).
- **Your % of Instruction** should reflect the percentage of the semester or school year that the teacher taught the student this subject. If another teacher or specialist was responsible for some of the student's instruction in this subject, each teacher's roster should reflect the appropriate percentage. The sum of the teachers' percentages must be less than or equal to 100%.

The **Sample Scenarios** document, which is available on the [EVAAS login page](#), provides instructions for calculating instructional responsibility in a variety of instructional situations, including:

- Students who arrived part-way through the semester
- Team teaching
- Teacher and specialist co-teaching
- Push-in and pull-out services
- Extended teacher absences

### 10. How are students in OCS courses claimed when taught in a blended environment with NCVPS teachers?

Occupational Course of Study (OCS) courses that are taught face-to-face and blended with NCVPS will be claimed by local staff and NCVPS teachers jointly. NCDPI recommends that the local teacher and the NCVPS teacher claim equal instructional responsibility for these students with adjustments made according to currently established teacher absence policy.

### 11. How will non-OCS students who are in a NCVPS class taught by NCVPS teachers to be claimed if the NCVPS course is facilitated by local school employees?

Local staff who monitor or facilitate the NCVPS courses on-site should not claim instructional responsibility for these students.

NCVPS teachers will receive 100% of the instructional responsibility for all students enrolled in NCVPS courses administered 100% online.

### 12. Should students who were not in membership for the entire semester or year be included?

Yes. All students should be included. The **Sample Scenarios** document, which is available on the [EVAAS login page](#), describes how to adjust **Student + Teacher Assignment** to account for partial enrollment.

**13. How should teachers claim instructional responsibility for students who are in in-school suspension (ISS) settings?**

If a student is in an in-school suspension classroom for some period of time, the instructional responsibility for that student remains with the Teacher of Record. The exception to this would be if an ISS teacher is delivering instruction to that student in the tested curriculum area. In that case, the ISS teacher would also complete roster verification and claim partial instructional responsibility for that student. The **Sample Scenarios** document, which is available on the [EVAAS login page](#), describes how to adjust **Your % of Instruction** to account for sharing responsibility (see the section for team teaching).

**14. How should teachers claim instructional responsibility for students who have been placed in homebound or home hospital settings?**

If another teacher is providing the instruction to the student, the teachers share instructional responsibility. The **Sample Scenarios** document, which is available on the [EVAAS login page](#), describes how to adjust **Your % of Instruction** to account for sharing responsibility (see the section for team teaching).

**15. What should teachers do if they are trying to add a student to a roster, but EVAAS says the student cannot be found?**

Make sure you spelled the student's last name correctly. You can also try searching for just the first few letters of the student's last name, leave the student ID blank, and choose **All Schools**.

If a student enrolled in a school after PowerSchool data was transmitted to EVAAS, that student will not appear in the student search results, but enrolled students are added on three dates during Roster Verification. The dates when new students will be available are posted on the [EVAAS login page](#).

**16. How is student daily attendance addressed in roster verification?**

Enrollment and attendance are two different things. A student should be claimed for the time he or she is enrolled in a class. Daily attendance is not part of the value-added analysis. Do not adjust percentages to account for student absenteeism.

**17. I was hired after the school year started and did not teach my students for the entire year/course. Should my rosters reflect this?**

Yes. On worksheets provided by NCDPI, find the day of the school year that the teacher began teaching and enter the corresponding percentage in the **Student + Teacher Assignment** field.

**18. What if CTE teachers don't see their rosters?**

Not all high school CTE classes are involved. There is no roster verification required for courses whose post-assessments are field tests, courses in pilot status, or some courses with third-party assessments. Refer to the list of CTE assessments for which roster verification needs to be completed, located on the [EVAAS login page](#). CTE middle school teachers will not complete roster verification for the 2014-15 academic year.

**19. What if a student is overclaimed between two different districts?**

Educators do not need to resolve overclaiming across districts. When overclaiming occurs because teachers in different districts each claim full or partial instructional responsibility for the same student in the same tested subject, the instructional responsibility for each teacher will be adjusted proportionally so that the total instructional responsibility claimed across all teachers is 100%.

**20. What if a student is overclaimed within the same district?**

Overclaiming within the district should be resolved.

- Teachers: When other teachers verify their rosters, claiming data for their students will be updated. Work with the other teachers who are also claiming the student. If you cannot see the name of another teacher claiming the student, contact a school admin.
- School admins: Work with your district EVAAS administrator and other school admins to eliminate any overclaiming of students.

**General Questions**

**21. What happens if a teacher does not submit rosters before the teacher verification phase ends?**

When the teacher verification phase ends, all rosters that teachers have not submitted are automatically submitted to the school. If a teacher is not finished, a school admin can return the teacher's rosters to the teacher.

**22. What happens if a school does not submit rosters before the school verification phase ends?**

When the school verification phase ends, all rosters that schools have not submitted are automatically submitted to the district. If a school is not finished, a district admin can return the school's rosters to the school.

**23. What happens if a district does not submit rosters before the district verification phase ends?**

When the district verification phase ends, all rosters for all schools are automatically submitted to EVAAS. The rosters are considered final and cannot be returned to any users.

**24. Can teachers and administrators access additional resources to assist in understanding the roster verification process?**

You can view a virtual learning module at any time, and you can attend one of our live Q&A webinars. Find the link to the virtual learning module and the schedule of live Q&A webinars on the EVAAS login page at <https://ncdpi.sas.com>.

**25. How can a teacher's email address be corrected in EVAAS?**

If the email address associated with a teacher's EVAAS account is incorrect, the teacher will not receive email notifications from EVAAS, including emails that contain login information. A school admin can correct the email address by following these steps:

1. Login to EVAAS.
2. Click **Admin** at the top of the window.
3. Click the teacher's name.
4. In the Account Options box, choose **Change Email**.
5. Follow the on-screen directions to enter a new email address.

**26. Can I edit previous term's rosters during this term?**

No. Once Roster Verification for a term ends, the rosters are considered final and can no longer be edited. During the fall term, verified rosters from the previous spring term cannot be edited. Likewise, during the spring term, verified rosters from the previous fall term cannot be edited.

**27. What if a teacher is missing a roster?**

If a teacher taught a subject or course that is tested with an assessment listed in question 2, you need to add a roster. To do this, navigate to the teacher's Roster Verification Summary report and click **Add Roster**. For step-by-step instructions, log on to EVAAS Roster Verification and click **Help**.

**28. What if a teacher has rosters for subjects that he or she did not teach?**

Delete those rosters. To do this, navigate to the teacher's Roster Verification Summary report and click **Remove Roster**. For step-by-step instructions, log on to EVAAS Roster Verification and click **Help**.